

## Logging into PPOP-IN

The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit annual business personal property tax forms online. You must have an Access Indiana account and be registered on PPOP-IN before you can log in and use PPOP-IN. This job aid provides step-by-step instructions on how to login to PPOP-IN.

**For instructions on how to register, see the Registering for PPOP-IN – Job Aid.**

To login to PPOP-IN follow these steps:

1. Go to PPOP-IN (<https://www.ppopin.in.gov/>)
2. Click the **Login** button (see Figure 1).

*Figure 1: PPOP-IN Landing Page*

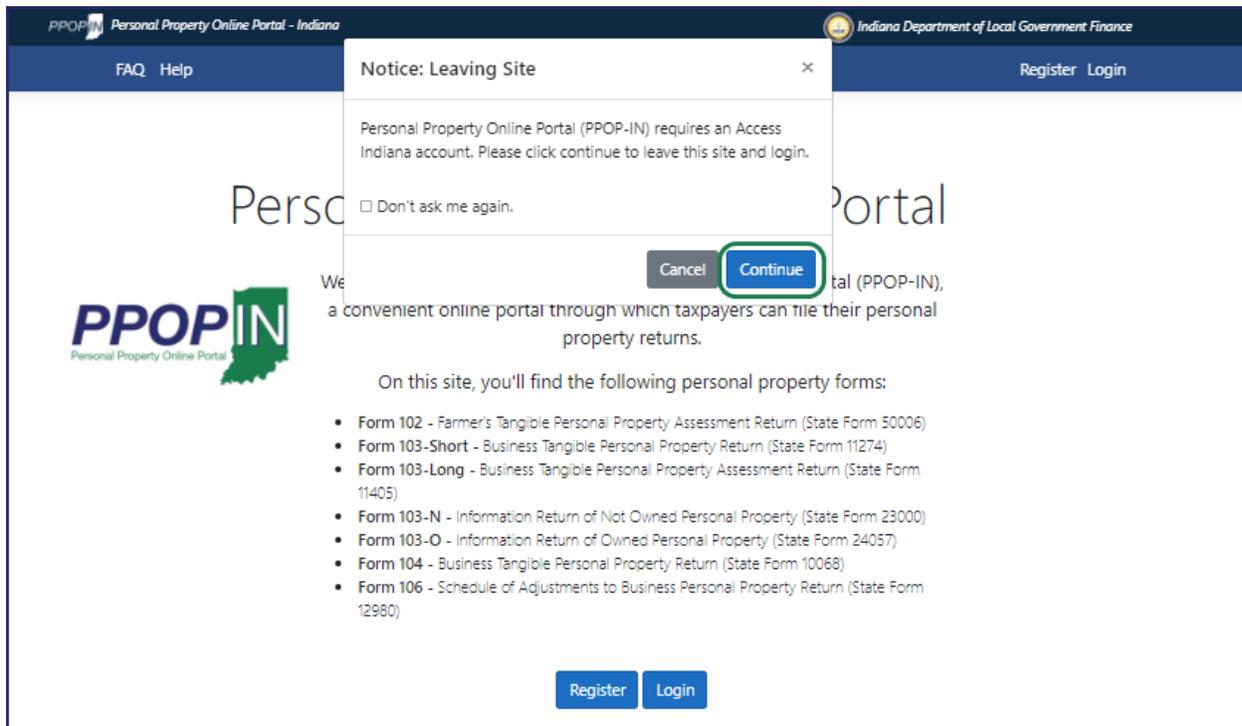
The screenshot shows the PPOP-IN landing page. At the top, there is a navigation bar with the PPOP-IN logo and the text 'Personal Property Online Portal - Indiana' on the left, and the Indiana Department of Local Government Finance logo and name on the right. Below the navigation bar, there are links for 'FAQ' and 'Help' on the left, and 'Register' and 'Login' on the right. The main content area has a large heading 'Indiana Personal Property Online Portal' and a sub-heading 'Welcome to the State of Indiana Personal Property Online Portal (PPOP-IN), a convenient online portal through which taxpayers can file their personal property returns.' Below this, there is a section titled 'On this site, you'll find the following personal property forms:' followed by a bulleted list of forms: Form 102 - Farmer's Tangible Personal Property Assessment Return (State Form 50006), Form 103-Short - Business Tangible Personal Property Return (State Form 11274), Form 103-Long - Business Tangible Personal Property Assessment Return (State Form 11405), Form 103-N - Information Return of Not Owned Personal Property (State Form 23000), Form 103-O - Information Return of Owned Personal Property (State Form 24057), Form 104 - Business Tangible Personal Property Return (State Form 10068), and Form 106 - Schedule of Adjustments to Business Personal Property Return (State Form 12980). At the bottom of the main content area, there are two buttons: 'Register' and 'Login'.

**TIP: Bookmark PPOP-IN in your browser for easy access**

The *Log in* page appears (see Figure 2).

1. Click the **Continue** button open Access Indiana.

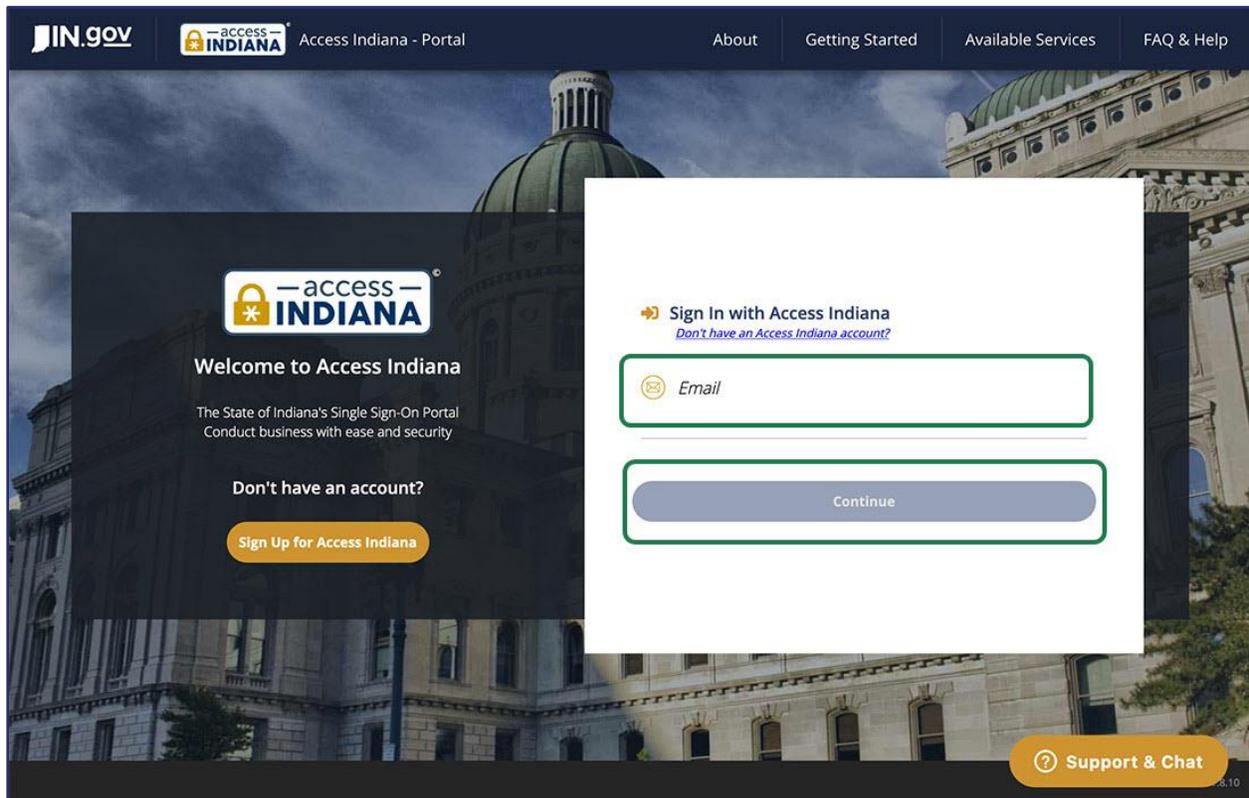
*Figure 2: Login – Continue to Access Indiana Button*



The *Sign In with Access Indiana* page appears (see Figure 3)

2. Enter your email address.
3. Click the **Continue** button.

*Figure 3: Sign In with Access Indiana Page*



The *Sign In with Access Indiana – Password* page appears (see Figure 4).

4. Enter your Password.
5. Click the **Sign In** button.

**Note: If you signed up for Two-Step Verification when you registered for PPOP-IN, go to the Two-Step Verification section in this Job Aid.**

*Figure 4: Sign In With Indiana Access – Password*

➔ **Sign In with Access Indiana**  
[Don't have an Access Indiana account?](#)

Email  
ppotfs.taxpayer@gmail.com

**Continue** →

Cancel and Return to Personal Property Online [UAT]

If you did not sign up for two-step verification, your PPOP-IN Dashboard appears (see Figure 7).

## *Two-Step Verification*

If you signed up for Two-Step Verification when you registered for PPOP-IN, follow these steps during login:

1. Decide how you want to receive your verification code: **By Phone** or **By Email**.
  - a. By Phone
    - i. Select *Text* or *Voice*.
  - b. By Email
    - i. Select the email address where you want your verification code sent.
2. Click the **Continue** button (see Figure 5).

*Figure 5: Two-Step Verification*

➔ Sign In with Access Indiana

Choose how you want to receive your verification code

**By Phone:**

(XXX) XXX-2475  Text  Voice

**By Email:**

k...r@gmail.com

k...r@gmail.com

**Continue**

The *Verification Code* page appears (see Figure 6).

3. Enter the verification code that was sent to your phone or email.
4. Click the **Continue** button.

Note: If you want to receive a new verification code, click **Resend Code**. Repeat steps 1 – 4.

*Figure 6: Verification Code Page*

➔ Sign In with Access Indiana

Choose how you want to receive your verification code

**By Phone:**

(XXX) XXX-2475  Text  Voice

**By Email:**

k...r@gmail.com

k...r@gmail.com

**Verification Code**

|

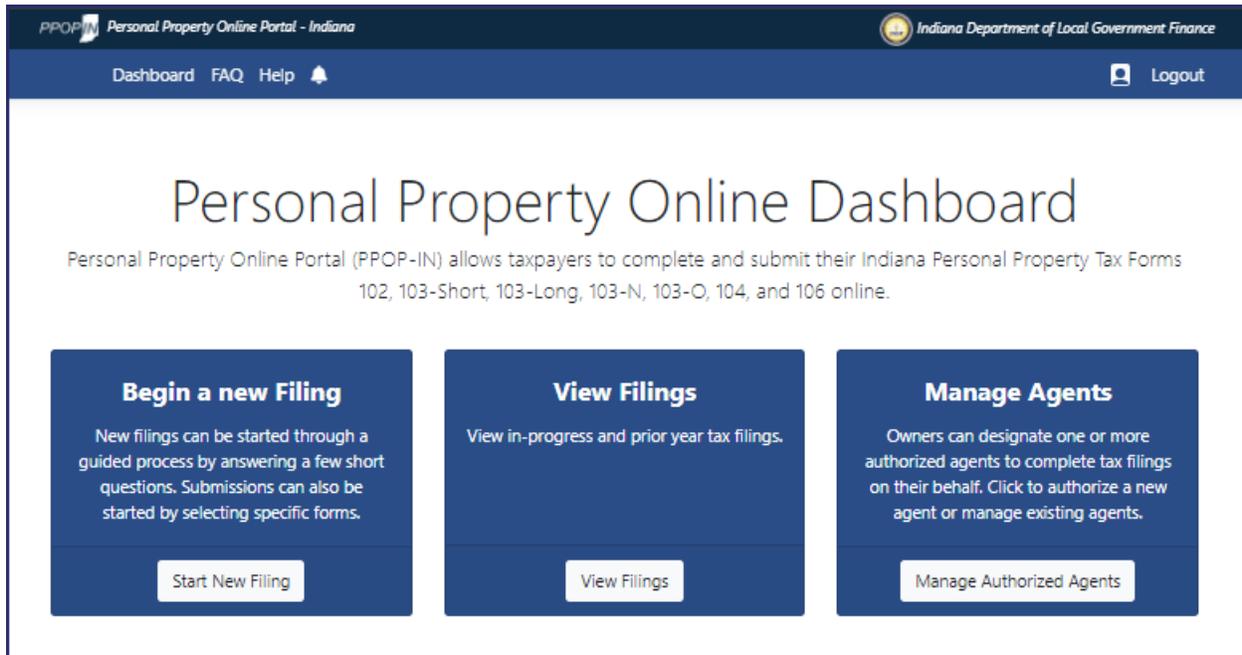
Last confirmation sent on November 2nd, 2020, at 11:03 a.m.

**Continue**

**Resend Code**

Your PPOP-IN Dashboard appears (see Figure 7).

*Figure 7: PPOP-IN Taxpayer Dashboard*



You may now begin a new personal property tax filing, view your in-progress and submitted tax filings, and manage your authorized agents.

**NOTE: Please use Google Chrome or Microsoft Edge browsers when accessing PPOP-IN. Other browsers are not supported at this time.**

**Click *Help* on the blue navigation bar to access Job Aids, QRGs, and other documents.**